

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Personnel Analyst	REPORTING UNIT NUMBER: 231	
DIVISION/BRANCH OR CENTER: Human Resources Branch	LOCATION: Sacramento	
CLASS TITLE: Associate Personnel Analyst	POSITION NUMBER: 533-231-5142-805	EFFECTIVE DATE: September 27, 2010

SUPERVISION EXERCISED

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
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EFFECTIVE ON THE DATE INDICATED, THE EMPLOYEE PERFORMS THE FOLLOWING DUTIES AND RESPONSIBILITIES ASSIGNED TO THE ABOVE POSITION.

(Relative time
required)
Indicate %

(Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary).

Under the direction of the Personnel Analysis and Exams Manager, the incumbent performs the following duties:

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| 30% | Responds to classification and pay issues; reviews reclassification proposals; reviews and interprets class specifications and allocation standards; conducts and interprets job surveys for class appropriateness; prepares formal classification memoranda and reports for presentation to the Department of Personnel Administration (DPA) and State Personnel Board (SPB). Advises employees on upward mobility and job opportunities, researches and responds to out-of-class claims. |
| 30% | Provides advice, assistance and/or recommendations to managers and supervisors regarding employee disciplinary matters including reviewing informal correspondence to employees; information regarding civil service laws, rules, Memorandums of Understanding, and policies and procedures. Makes recommendations and prepares formal disciplinary action and probationary rejections; assists the departments General Counsel in appeal proceedings. Conducts administrative investigations; reviews respective employees Department of Motor Vehicle (DMV) Pull Notices for compliance; assists managers and supervisors with both the state and federal drug testing program. |
| 15% | Schedules and participates in grievance meetings. Investigates and responds to first, second and third level grievances. Attends and takes notes at the bargaining table. |
| 10% | Prepares formal correspondence and reports on a variety of personnel matters; prepared policies and procedures; prepares research papers for consideration by executive staff. |
| 5% | Assists with departmental exams and may act as QAP Chairperson or state service representative. |
| 5% | Conducts training as required for progressive discipline. |
| 5% | Responds to investigative requests from outside agencies. |

Employee Signature

Date